

CDI Staff Guide



Updated 10/12/2022

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Orientation – Day 1

On Day 1 you will report to CDI, 111 Ideation Way, Nutley, NJ, and will be greeted by your new leader or their designee.

You will participate in Hackensack Meridian Health's online Orientation to welcome you and to provide you with important information about our HMH mission, vision, beliefs, culture, brand, and expectations. In addition to the online Orientation you will see your required annual training courses and their expected completion dates. Your leader will give you time to complete the orientation and other training courses during the work day. Instructions for online orientation and annual training is as follows.

The Team Member New Hire Orientation is every Monday at 10:00am until 11:30am. Please use the link below to attend.

[click here](#) to register

Please follow these helpful hints:

- log in 10 to 15 minutes early
- cameras on
- please log in with your first and last names - no initials, no nicknames, if you are sharing a computer, please put everyone's name in the Chat Room for the Producer
- no driving while attending
- credit for attending is give within 7 to 10 business days.

If you need assistance please email learninganddevelopment@hackensackmeridian.org

ID Badge

To get your ID Badge/Photo ID, you will need to go to the Hackensack Security Office.

Hackensack Meridian Health
30 Prospect Ave, Hackensack, NJ 07601
PHOTO ID – SECURITY (GROUND FLOOR - ST JOHN
BUILDING) 551-996-2707

The Hackensack Security Office operates Monday through Friday, 9am – 3pm – BUT closed between 12pm – 1pm.

Once you receive your badge please speak to Alex Montano and provide her with your ID Badge number. She will have Security code your badge for the CDI facility.

OR

You can work with Alex Montano to get your badge at CDI. She will have you complete the form and take a picture. She will then send the information to Hackensack Meridian Health and the badge will be sent back to Alex.

CDI Administration Staff and Other Key CDI Contacts

Name	Role	Phone	Email
Alla Rabinovich	Chief Operating Officer	201-880-3115	Alla.Rabinovich@hmh-cdi.org
Alex Montano	Admin, Reception & Travel	201-880-3100	Alejandrina.Montano@hmh-cdi.org
Phyllis DeCilla	Admin	201-880-3106	Phyllis.DeCilla@hmh.cdi.org
Marina Savransky	Grants Manager	201-880-3104	Marina.Savransky@hmh-cdi.org
Cassi Borsella	Grants	201-880-3125	Cassandra.Borsella@hmh-cdi.org
Rachel Young	Grants	201-880- 3103	Rachelisa.Young@hmh-cdi.org
Maggie Lora	Grants	201-880-3014	Magnolia.Lora@hmh-cdi.org
Joe Hyler	IT	201-880-3107	Joseph.Hyler@hmhn.org
Nora McKenzie	Expenses & Invoices	201-880-3130	Eleonora.Mckenzie@hmh-cdi.org
Gina Guzsalý	Purchasing	201-880-3110	Gina.Guzsaly@hmh-cdi.org
Ruth Brown	HR Operations	201-880-3102	Ruth.Brown@hmh-cdi.org
Steve Park	Lab & Animal Operations	201-880-3109	Steve.Park@hmh-cdi.org
Sean Fitzgerald	BioSafety & Lab Training	201-250-1024	Sean.Fitzgerald@hmhn.org
Juanita Vakerich	Animal Facility Manager	201-880-3015	Juanita.Vakerich@hmh-cdi.org
Chriselle Rivas	Animal Facility Supervisor	201-880-3671	Chriselle.Rivas@hmh-cdi.org
David Blocker	Animal Facility Supervisor	201-880-3672	David.blocker@hmh-cdi.org
Jimmy Howes	Receiving, Package Deliveries	N/A	james.howes@hmhn.org
John Inqlima	HMH Security	551-996-2525	John.Inqlima@hmhn.org

Benefits

Health Benefits

Information regarding health benefits can be found on the TeamHMH website.

<https://www.teamhmh.com/health-wellbeing/>

Eligibility and Registration

Health and dental benefits will become effective on your date of hire. Medical/Prescription ID cards will be mailed directly to your home.

All other benefits (insurance, Long Term Disability, etc) will become effective the first of the month following your date of hire. For example, if you start employment at HMH on January 1, you will be eligible for your benefits as of that date. If you start employment on January 2, you will be eligible for your benefits to begin on February 1st. Finally, if you start employment on January 31, you would be eligible for your benefits to begin on February 1st. _

You will have 31 days from your hire date to enroll in benefits.

To Register for benefits:

You can make your benefits elections online by logging into MyWay – PeopleSoft.

MyWay is used to maintain team member benefit information. To log into the system you will need:

- Your network user ID and login – provided to you by your leader;
- Access to a Hackensack Meridian *Health* computer OR your personal computer or mobile device with DUO installed.

If completing registration from an off network computer: downloading and installing DUO is needed to gain access to MyWay – PeopleSoft. DUO allows us to confirm your identity so we can ensure you are who you say you are before granting access to your personal data. For instructions on how to download DUO, [CLICK HERE](#).

Once you have what you need and are LOGGED IN TO MYWAY, find and click on the “My Benefits” tile. From the left column of the “My Benefits” page, click on “Benefits Enrollment”.

Once there, click “Select” under the “Open Benefit Events” to complete your benefit elections.

Do not forget to click the “Submit” button to complete your enrollment.

Once you have submitted your benefit elections you can see those elections the next day in MyWay, under “Benefits Summary”.

Medical/Prescription ID cards will be mailed directly to your home. Your insurance coverage will be retroactive to your eligibility date even if you have not received an ID card. Alternately you can go to the Horizon website, www.horizonblue.com/hmh, create an account and then request a temporary ID card.

For more information or assistance with Benefits and Benefits Enrollment you can contact the following:

Enrollment Issues	Team Member Support.	551-996-2877	humanresources@hmhn.org
HMH Benefits Rep.	Joseph Scalone	551-996-1128	Joseph.Scalone@hmhn.org
Medical	Horizon	844-383-2327	
Dental	Horizon Dental	800-433-6825	
Vision	Davis Vision	800-999-5432	
Prescription	Optimum RX	844-368-8767	
Benefit Advocate Center (BAC)		551-996-2877	BAC.TeamHMH@ajg.com
Occ. Health/Worker's Comp.	Traci McNulty	551-996-8689	Traci.mchnulty@hmhn.org
HMH Hartford Return to Work		908-489-9624	HMHRTW@hmhn.org
The Hartford		888-924-4155	

Link to find an HMH Medical Provider:

<https://www.horizonblue.com/hackensackmeridianhealth/tools-services/find-doctor/doctor-hospital-finder>

Voluntary Benefits

Visit TEAMHMH.COM/VOLUNTARY-BENEFITS for information on our Voluntary Benefits program or [CLICK HERE](#).

For specific questions related to Voluntary Benefits please contact the HMH Medical and Life Insurance contact, Bobby Torres.

Bobby Torres- HMH Medical and Life
 Insurance Benefits Coordinator
 The Farmington
 Company Phone: 267-614-1207
rotorres@farmingtonco.com

Retirement/401K Benefits

It will take approximately one week to 10 days for TIAA to receive your employee information. Once your information is in their system you will be able to enroll online in the new HMH 401(k) Savings Plan at TIAA. A letter will be sent to your home address when you TIAA account is set up and you are able to make your selections.

- [DOWNLOAD ONLINE 401K ENROLLMENT INSTRUCTIONS](#)
- [DOWNLOAD RETIREMENT LOAN INSTRUCTIONS](#)

This Step-by-Step Enrollment Guide will take you through the steps you need to follow to enroll in the new HMH 401(k) Savings Plan at TIAA. No matter where you're enrolling from or what contributions you're considering, this guide will help you through the process.

You can access enrollment online at www.TIAA.org/HMH

If you need assistance with enrolling online, call TIAA at **866-999-3844** weekdays, 8 a.m. to 10 p.m., or Saturday, 9 a.m. to 6 p.m. (ET).

For specific TIAA questions, please contact the HMH TIAA Representative

Patricia Lee - HMH Savings Plan
Sr. Financial Consultant | TIAA Financial
Solutions TIAA
phone: (212) 916-4216
patricia.lee@tiaa.org

Holidays

Benefit-eligible employees receive pay for the following holidays at eight (8) hours per holiday for full-timers and four hours per holiday for part-timers:

<u>Holiday</u>	<u>Day Observed</u>
New Year's Day	January 1st
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25th

PTO

Paid Time Off (PTO) can be used for time off related to personal matters, including vacation, personal days, to celebrate religious days of observation, and for the first three days of an illness, etc. Benefits eligible Team Members will begin to accrue PTO on their 91st day of employment. Therefore, it is important to remember that you will receive/accrue 75% of your PTO tier allotment during your first year of employment. PTO is based on your position and length of employment as described in the table below. Your personal PTO plan can be found in PeopleSoft MyWay under MyTime Statement.

Paid Time Off (PTO) can be used for time off related to personal matters, including:

- vacation
- personal days
- religious days of observation
- first 3 days of an illness

To request PTO you can either:

Send an email to your Manager and Alex Montano (Alejandrina.montano@hmh-cdi.org) requesting the dates that you would like to take PTO.

Important PTO information:

- Accrual rates are based upon years of service and job function.
- PTO runs on your individual anniversary date, not the calendar year.
- Full time employees can carry over 80* hours of unused PTO to their next anniversary year.
- You are responsible for tracking your own PTO time which can be confirmed and viewed in MyWay. If you have more than 80 hours of accrued PTO at the end of your anniversary year, you will lose that time.
-

The current plans are as follows and depend on the position and years of employment:

Hospitals/HomeCare/Physician Services/Network				
Plan 2 – Clerical/Service/Support				
Years Of Service	40hrs scheduled/week	36hrs scheduled/week	24hrs scheduled/week	20hrs scheduled/week
0-4 Years	124.0	111.6	74.4	62.0
5-9 Years	164.0	147.6	98.4	82.0
10-14 Years	196.0	176.4	117.6	98.0
15-19 Years	220.0	198.0	132.0	110.0
20+ Years	236.0	212.4	141.6	118.0
Plan 3 – Professional/Technical				
Years Of Service	40hrs scheduled/week	36hrs scheduled/week	24hrs scheduled/week	20hrs scheduled/week
0-4 Years	160.0	144.0	96.0	80.0
5-9 Years	200.0	180.0	120.0	100.0
10-14 Years	232.0	208.8	139.2	116.0
15-19 Years	256.0	230.4	153.6	128.0
20+ Years	272.0	244.8	163.2	136.0
Plan 4 – Managers/Physicians				
Years Of Service	40hrs scheduled/week	36hrs scheduled/week	24hrs scheduled/week	20hrs scheduled/week
0-4 Years	200.0	180.0	120.0	100.0
5-9 Years	232.0	208.8	139.2	116.0
10-14 Years	256.0	230.4	153.6	128.0
15-19 Years	272.0	244.8	163.2	136.0
20+ Years	272.0	244.8	163.2	136.0
Maximum Carryover – All Groups				
Hours	80	72	48	40

PTO will not be tracked for Administrative Directors and above. This does not include Medical Directors, who will accrue PTO based on the rates above.

Earned Sick Leave

Earned Sick Leave (ESL) is another type of time off that can be used for illness related absences. We're designing our new ESL plan to be in line with the New Jersey state law recently signed by Governor Murphy. [CLICK HERE](#) to view a copy of the Earned Sick Leave Notice of Employee Rights from the New Jersey Department of Labor and Workforce Development New Jersey.

Most ESL requests will require team members to draw the first three days from PTO before moving to an ESL bank. To request immediate (or "Day 1") use of ESL for one of the reasons outlined in the New Jersey state law, please complete this [ESL "DAY 1" CONSIDERATION REQUEST FORM](#) and submit it to your local Occupational Health Team.

[CLICK HERE](#) to learn about a new ESL benefit for team members who have not earned ESL/sick leave in the past.

Earned Sick Leave and Disability

Hackensack Meridian *Health* provides team members with Earned Sick Leave (ESL) benefits. Team members are eligible for ESL if they are full-time, part-time, or temporary status. ESL is provided for up to 5 days per year. Unused ESL is rolled over to the next anniversary year.

Important ESL information:

- The first 3 days of an illness are charged against PTO
- ESL begins on day 4 of an illness
- However if ESL is exhausted, you will be on disability. Disability will be paid at 85% of your salary to a maximum of \$903 per week.
- You must initiate a Leave of Absence/Sick/ESL claim if you will/are out for 4 days or more, by calling the Hartford 888-924-4155
- If a TM has a same day surgery or a procedure requiring sedation, they can request to use ESL for days 1 to 3 of their absence. See form below.

To Return after a Leave of Absence/Sick Leave

It is very important to follow these steps when returning to work to avoid delays in your pay and system access.

1. E-mail the LOA Accommodations team at HMHRTW@hmn.org or fax at 1-848-245-8453 to notify them of your return-to-work date and provide a contact number. The LOA Accommodations team will then update your status in MyWay-PeopleSoft and confirm your return-to-work date with your leader. **Please note:** Failure to submit this information to the LOA Accommodations team well in advance of your planned return could result in a delay in pay and system access.
2. Call The Hartford at 1-888-924-4155 or log in/create an account at MyBenefits.TheHartford.com to report your return-to-work date.
3. Contact your leader to coordinate your return to work and cc Alex Montano, alejandrina.montano@hmn-cdi.org

Short-Term Disability

Today, many entities rely on the New Jersey state-regulated plan that allows for a maximum benefit of two-thirds up to \$650* per week for up to 26 weeks, after which you use individual disability coverage for continued benefits. HMH will be moving in a new direction in which the disability benefit would cover a true two-thirds of your full paycheck without the \$637 a week cap.

Earned Sick Leave and Short-Term Disability benefits work together to cover Team Members while on leave. Under the new plan, eligible team members can receive 100% of their pay for up to 26 weeks by drawing from a combination of leave benefits and PTO. Check out the graphic on <https://www.teamhmh.com/earned-sick-leave-short-term-disability/#disability>

Payroll Items

Payroll Calendar

HMH 2022 Employee Payroll Calendar

Pay Period	Month (based on PP End Date)	Pay Period End date	Start Date	End Date	Check Date	Legal Holidays this Pay Period	Payroll Processing Schedule Information
1	January	1/8/2022	12/26/21	01/08/22	01/14/22	New Year's Holiday	January 1st (observed is Friday, December 31st)
2	January	01/22/22	01/09/22	01/22/22	01/28/22		
3	February	02/05/22	01/23/22	02/05/22	02/11/22		
4	February	02/19/22	02/06/22	02/19/22	02/25/22		
5	March	03/05/22	02/20/22	03/05/22	03/11/22		
6	March	03/19/22	03/06/22	03/19/22	03/25/22		
7	April	04/02/22	03/20/22	04/02/22	04/08/22		
8	April	04/16/22	04/03/22	04/16/22	04/22/22		
9	May	04/30/22	04/17/22	04/30/22	05/06/22		
10	May	05/14/22	05/01/22	05/14/22	05/20/22		
11	June	05/28/22	05/15/22	05/28/22	06/03/22		
12	June	06/11/22	05/29/22	06/11/22	06/17/22	Memorial Day	*Regular Pay Monday Schedule on Memorial Day* Schedules & Absences due by Monday, 5/30 @ 9:00 AM Timecard Approvals due by Tuesday, 5/31 @ 4:00 PM
13	July	06/25/22	06/12/22	06/25/22	07/01/22		
14	July	07/09/22	06/26/22	07/09/22	07/15/22	July 4th	
15	July	07/23/22	07/10/22	07/23/22	07/29/22		
16	August	08/06/22	07/24/22	08/06/22	08/12/22		
17	August	08/20/22	08/07/22	08/20/22	08/26/22		
18	September	09/03/22	08/21/22	09/03/22	09/09/22		
19	September	09/17/22	09/04/22	09/17/22	09/23/22	Labor Day	*Regular Pay Monday Schedule on Labor Day* Schedules & Absences due by Monday, 9/5 @ 9:00 AM Timecard Approvals due by Tuesday, 9/6 @ 4:00 PM
20	October	10/01/22	09/18/22	10/01/22	10/07/22		
21	October	10/15/22	10/02/22	10/15/22	10/21/22		
22	November	10/29/22	10/16/22	10/29/22	11/04/22		
23	November	11/12/22	10/30/22	11/12/22	11/18/22		
24	December	11/26/22	11/13/22	11/26/22	12/02/22	Thanksgiving	
25	December	12/10/22	11/27/22	12/10/22	12/16/22		
26	December	12/24/22	12/11/22	12/24/22	12/30/22	Christmas Day	*Regular Pay Monday Schedule on Christmas Day Observed* Schedules & Absences due by Monday, 12/26 @ 9:00 AM Timecard Approvals due by Tuesday, 12/27 @ 4:00 PM


View or Print your Paycheck

You can view your paycheck in PeopleSoft- MyWay.

- Login to MyWay
- Go to My Payroll
- View My Paycheck

Paystub Explanation Summary

PAYSTUB EXPLANATION SUMMARY

 Hackensack Meridian Health HMH Residential Care, Inc 1350 Campus Parkway Wall, NJ 07753		Pay Group: Pay Begin Date: Pay End Date:	Business Unit: Advice #: Advice Date:																																																																																																																																																															
EMPLOYEE INFORMATION ① John Doe 123 Main Street Anywhere, USA, 12345 Employee ID: Department: Location: Job Title: Pay Rate: ADP Company: ADP File#:		TAX DATA: ② Federal: Single NJ State: Single Allowances: 1 Addl. Percent: 0 Addl. Amount: 0																																																																																																																																																																
HOURS AND EARNINGS ③																																																																																																																																																																		
<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th colspan="2">Pay Period</th> <th colspan="2">Current</th> <th colspan="2">YTD</th> <th rowspan="2">Earnings</th> <th rowspan="2">YTD</th> </tr> <tr> <th>Begin Date</th> <th>End Date</th> <th>Rate</th> <th>Hours</th> <th>Hours</th> <th>Earnings</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>06/16/2019</td> <td>06/22/2019</td> <td>22.880000</td> <td>32.00</td> <td>732.16</td> <td>966.50</td> <td>21,511.60</td> <td>161.41</td> </tr> <tr> <td>Regular</td> <td>06/16/2019</td> <td>06/22/2019</td> <td>22.880000</td> <td>32.00</td> <td>732.16</td> <td></td> <td>0.00</td> <td>25.67</td> </tr> <tr> <td>Regular</td> <td>06/09/2019</td> <td>06/15/2019</td> <td>22.880000</td> <td>-8.00</td> <td>-183.04</td> <td></td> <td>0.00</td> <td>109.73</td> </tr> <tr> <td>Mileage</td> <td>06/23/2019</td> <td>06/29/2019</td> <td></td> <td></td> <td>95.41</td> <td></td> <td>1,176.82</td> <td>7.00</td> </tr> <tr> <td>Reimbursement</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> </tr> <tr> <td>PTO</td> <td>06/23/2019</td> <td>06/29/2019</td> <td>22.880000</td> <td>8.00</td> <td>183.04</td> <td>97.09</td> <td>2,203.81</td> <td>0.46</td> </tr> <tr> <td>Mileage</td> <td>06/16/2019</td> <td>06/22/2019</td> <td></td> <td></td> <td>95.41</td> <td></td> <td>0.00</td> <td>0.32</td> </tr> <tr> <td>Reimbursement</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1.46</td> </tr> <tr> <td>PTO</td> <td>06/16/2019</td> <td>06/22/2019</td> <td>22.880000</td> <td>8.00</td> <td>183.04</td> <td></td> <td>0.00</td> <td>45.50</td> </tr> <tr> <td>PTO</td> <td>06/09/2019</td> <td>06/15/2019</td> <td>22.880000</td> <td>8.00</td> <td>183.04</td> <td></td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Holiday</td> <td>06/16/2019</td> <td>06/29/2019</td> <td></td> <td></td> <td>0.00</td> <td>16.00</td> <td>352.00</td> <td></td> </tr> <tr> <td>Hol Worked</td> <td>06/16/2019</td> <td>06/29/2019</td> <td></td> <td></td> <td>0.00</td> <td>8.00</td> <td>183.04</td> <td></td> </tr> <tr> <td>NP Benefit</td> <td>06/16/2019</td> <td>06/29/2019</td> <td></td> <td></td> <td>0.00</td> <td>10.96</td> <td>0.00</td> <td></td> </tr> <tr> <td>OT 5 Pay</td> <td>06/16/2019</td> <td>06/29/2019</td> <td></td> <td></td> <td>0.00</td> <td>8.00</td> <td>91.52</td> <td></td> </tr> <tr> <td>PTODrawnDown</td> <td>06/16/2019</td> <td>06/29/2019</td> <td></td> <td></td> <td>0.00</td> <td>12.95</td> <td>296.30</td> <td></td> </tr> <tr> <td>TOTAL:</td> <td></td> <td></td> <td></td> <td>80.00</td> <td>2,021.22</td> <td>1,119.50</td> <td>25,815.09</td> <td>4,670.36</td> </tr> </tbody> </table>				Description	Pay Period		Current		YTD		Earnings	YTD	Begin Date	End Date	Rate	Hours	Hours	Earnings	Regular	06/16/2019	06/22/2019	22.880000	32.00	732.16	966.50	21,511.60	161.41	Regular	06/16/2019	06/22/2019	22.880000	32.00	732.16		0.00	25.67	Regular	06/09/2019	06/15/2019	22.880000	-8.00	-183.04		0.00	109.73	Mileage	06/23/2019	06/29/2019			95.41		1,176.82	7.00	Reimbursement								0.00	PTO	06/23/2019	06/29/2019	22.880000	8.00	183.04	97.09	2,203.81	0.46	Mileage	06/16/2019	06/22/2019			95.41		0.00	0.32	Reimbursement								1.46	PTO	06/16/2019	06/22/2019	22.880000	8.00	183.04		0.00	45.50	PTO	06/09/2019	06/15/2019	22.880000	8.00	183.04		0.00	0.00	Holiday	06/16/2019	06/29/2019			0.00	16.00	352.00		Hol Worked	06/16/2019	06/29/2019			0.00	8.00	183.04		NP Benefit	06/16/2019	06/29/2019			0.00	10.96	0.00		OT 5 Pay	06/16/2019	06/29/2019			0.00	8.00	91.52		PTODrawnDown	06/16/2019	06/29/2019			0.00	12.95	296.30		TOTAL:				80.00	2,021.22	1,119.50	25,815.09	4,670.36
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① Employee Information

Includes your name, home address, Employee ID #, Department, Location, Job Title and Pay Rate.

② Tax Data

Displays your tax choices for Federal and State withholding

③ Hours and Earning

- Description: The description column identifies the type of pay you are receiving (Regular, Overtime, Holiday, PTO, etc.)
- Pay Period: The pay statement has a week "begin and end" date that makes it easier for team members to track retro payments, adjustments, etc., from other pay periods, so they will know what pay period the hours came from. Some team members may see multiple times earnings are processed for each week, with each week split up to detail each earnings calculation.
- Current: The current pay period totals are displayed for the rate, hours and earnings for each described row.
- Year to Date: The hours and earnings are displayed for the year to date for each described row.

④ Taxes

Shows Federal, State and Local income tax deductions required by law.

⑤ Before Tax Deductions

These are Team Member paid benefits (like health and voluntary benefits) that the IRS does not tax.

⑥ After Tax Deductions

These are Team Member paid benefits that are deemed taxable by the IRS.

⑦ Employer Paid Benefits

These are benefits that your employer pays outright or matches your own contributions, either fully or partially.

⑧ Totals

This section displays your current and year to date totals for Gross Pay, Federal Tax, Total Tax, Deductions and Net Pay.

⑨ Leave Plan

This section displays your time statement including your annual allotment, hours taken, and hours available.

⑩ Net Pay Distribution

Shows information about the deposit of your net pay.

CDI Paystub

There are two ways to print your CDI paystub. The directions are below:

1. You are connected to the HMH Network.

1. Login to PeopleSoft-MyWay
2. Click on My Payroll
3. View paycheck
4. Double click on the paystub you want to print
5. Click the printer icon on the top right.

2. If you are not on the network, you must register for an ADP iPay account. The directions to create an account are attached.

Once you have an ADP iPay account you will be able to view and print your paystub from any computer.

Direct Deposit

E-PAY is a Payroll Self-Service online system offered by Hackensack University Medical Center. As reference, please follow these helpful E-PAY instructions. If you need assistance, please contact the Payroll Hotline at ext. 3575 or [551-996-3575](tel:551-996-3575) or via email Payroll@Hackensackumc.org

All new Team Members can easily access **E-PAY starting on their first day of employment**. It is an easy two-step process accessible via **MyWay PeopleSoft Team Member Self- Service** located on the HMH (Intranet):

(1) Submit the **W-4 Federal Withholding**

NOTE: Team Members who do not submit an election for federal income tax withholdings will automatically be setup (by default) with "Single" filing status and zero allowances (per IRS regulations)

(2) Submit the **Direct Deposit Forms** online (paper forms are NO LONGER accepted)

NOTE: All Team members are required to be paid through direct deposit or paycard. Both links are on the "MyWay" page, under "My Payroll".

W-4 Withholding Changes

Changes can be made to your federal or State W-4 tax withholding in PeopleSoft MyWay. Before proceeding, please note that to access your Federal and State W-4 Tax Withholding election forms, you must log into the HMHN network through CITRIX via connect.hmhn.org. If you would like detailed instructions on how to make these changes, please contact Alex or Ruth.

Non-Exempt Employee Time Entry Process

PUNCHING IN and OUT

If you are an hourly/non-exempt employee, you will need to follow the instructions below to report your work hours. If you do not clock in and out, you will not get paid

Login into MyWay from a Network Computer.

Link for PeopleSoft: [Oracle PeopleSoft Sign-in \(hmn.org\)](https://hmn.org)
Enter UserID and Password

When in the system click on the tile “My Payroll”



Click punch timesheet on the right You will see the screen below.

Web Clock

Alejandrina Montano

Employee ID 1056327

Executive Assistant, CDI

Employment Record 0

Your Last Recorded Punch

In at 07/01/2021 8:25:12 AM

Enter Punch ?

*Punch Type

In



Enter Punch

Time Zone EST

Eastern Time (US)

Time Reporting Elements

Day Thursday

Choose from the drop-down menu IN or OUT, time will automatically be entered
Click “Enter Punch”

At the MyWay screen click on Payable Time Summary



From the Main menu follow the prompts to Peoplesoft HRMS to Self Service to Time Reporting to Report time Web clock and click in.
Select time to punch in or out

The image shows a screenshot of the 'Web Clock' interface in Peoplesoft HRMS. The user is Jaylene Caba, Administrative Assistant III, with Employee ID 77030 and Employment Record 0. The interface displays 'Your Last Recorded Punch' as 'In at 8:45:49AM'. Below this is the 'Enter Punch' section, where the 'Punch Type' is set to 'In' and the 'Enter Punch' button is visible. The 'Time Reporting Elements' section shows the day as 'Tuesday', with fields for 'Override Reason Code' and 'Time Reporting Code'. The 'Task Reporting Elements' section includes fields for 'Business Unit' (HMC), 'HR Department', 'Business Unit PC', 'Project ID', and 'Activity ID'. A comment field is also present with 254 characters remaining. An 'Enter Punch' button is located at the bottom right of the form.

MySuccess – Online Learning

The HMH network LMS is powered through [MYSUCCESS](#) – the same platform used for Annual Performance Evaluations and Goals. Each of these components – Learning, Performance, and Goals – is critical to the team member experience, and bringing them together within one platform ensures that the user experience is consistent. It also promotes greater development and career growth throughout the network. Each Team Member has required onboarding learning modules as well as learning modules required annually.

To access your required learning either click the MySuccess link above, or follow the steps below:

1. Log into MyWay
2. Click on the MySuccess Learning/Perf Mgmt tile
3. Click on – Go Directly to MyPerformance
4. Click on the pink box - MyLearning
5. All of your required courses and their due dates will be listed on the top left under Learning Assignments.

Purchasing Lab Supplies

Each lab has a designated person to process purchasing requests. Check with your PI to determine who in your lab is designated to purchase supplies. Additional support is available through our CDI Purchasing Representative, Gina Guzsaly. Please email her at Gina.Guzsaly@hmh-cdi.org to obtain a copy of the required requisition form. Then complete the form and return to Gina. Gina can also be reached at 201-880-3110.

HMH Travel and Expense Reimbursement

To schedule work related travel you will need to work with Alex Montano. Contact Alex at Alejandrina.Montano@hmh-cdi.org, and she will email you the required form. Once received complete ***only the top portion (shown below)*** of the Travel Form and return it to Alex. In addition, include flight details such as travel dates/times, airline carrier, flight numbers, and airline frequent flyer number (*if applicable*) in the email.

Travel arrangements and reimbursements are made in PeopleSoft and handled by Alex Montano (*travel*) and Nora McKenzie (*reimbursements*), on the following pages are instructions on how to:

1. **Add your Legal Name, as it appears on your passport, in PeopleSoft, to ensure proper travel booking.**
2. **Delegate Entry Authority to allow us to make travel arrangements and enter requests for reimbursements on your behalf.**

All airfare MUST be purchased through the HMH selected travel agency Euro Lloyd Travel.

HMH travel policy requires all team members to utilize this agency when booking flights, making hotel reservations and car rentals. The agency is responsible for enforcing HMH travel policies by selecting the most cost-effective travel arrangements. They are a full-service travel agency.

2021 HACKENSACK MERIDIAN / Conference Authorization

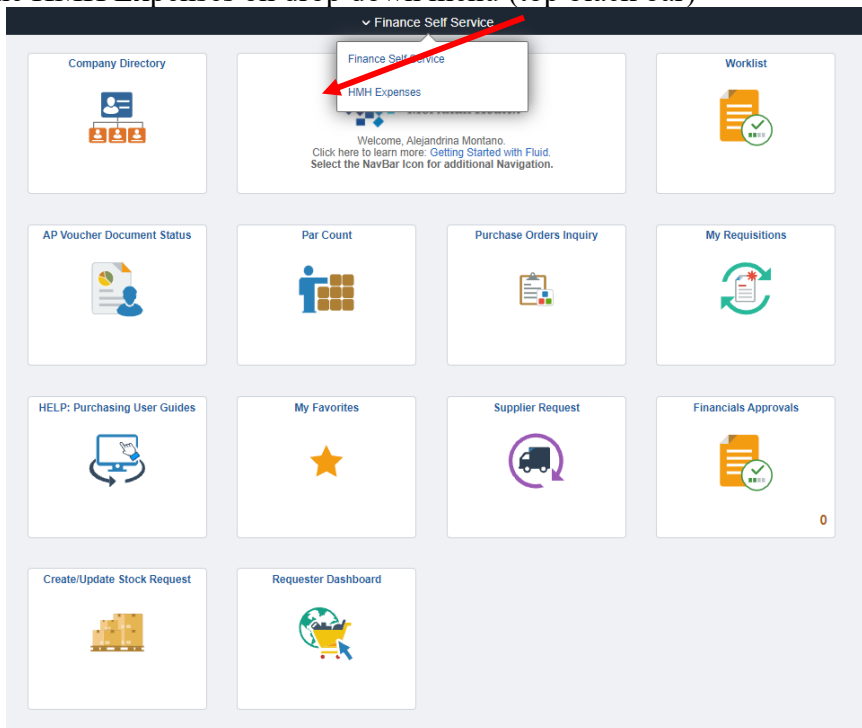
Completed form must be submitted at least 2 weeks prior to travel / attendance to a conference and in accordance with the travel policy in order to assure booking. **This is the only accepted authorization form, failure to use this version may result in confirmation delays as you will be required to resubmit your information on the approved form.**

Full name (exactly as it appears on the ID you are presenting at the airport.)		
Date of Birth: (required for air travel)		Gender: Male _____ Female _____
Email Address:		Office Phone Number:
Home Address:		Cell Phone:
		Home Phone:

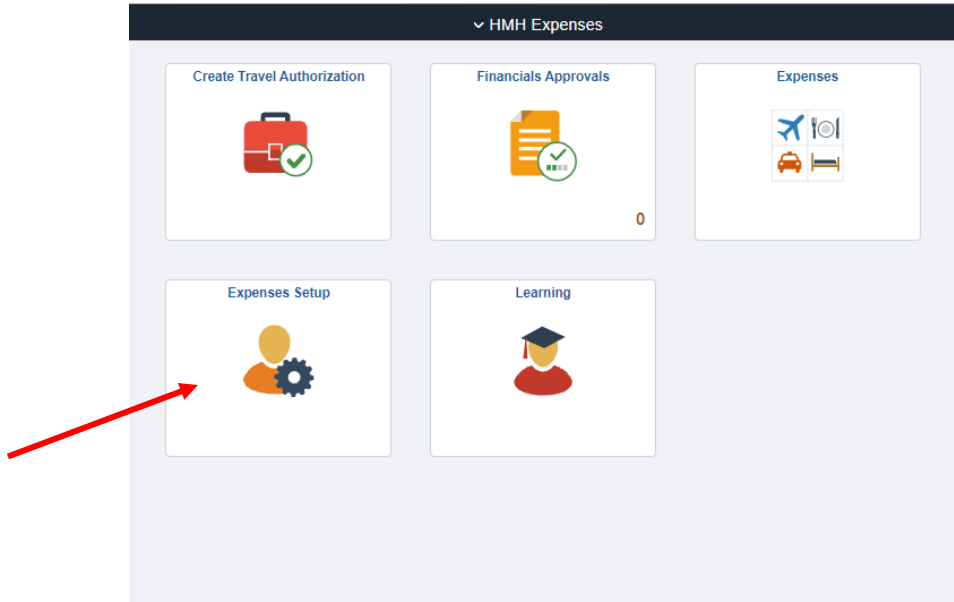
Delegate CDI Admin to enter Expense and Travel on your behalf.

Link: [Homepage \(hmn.org\)](http://hmn.org)

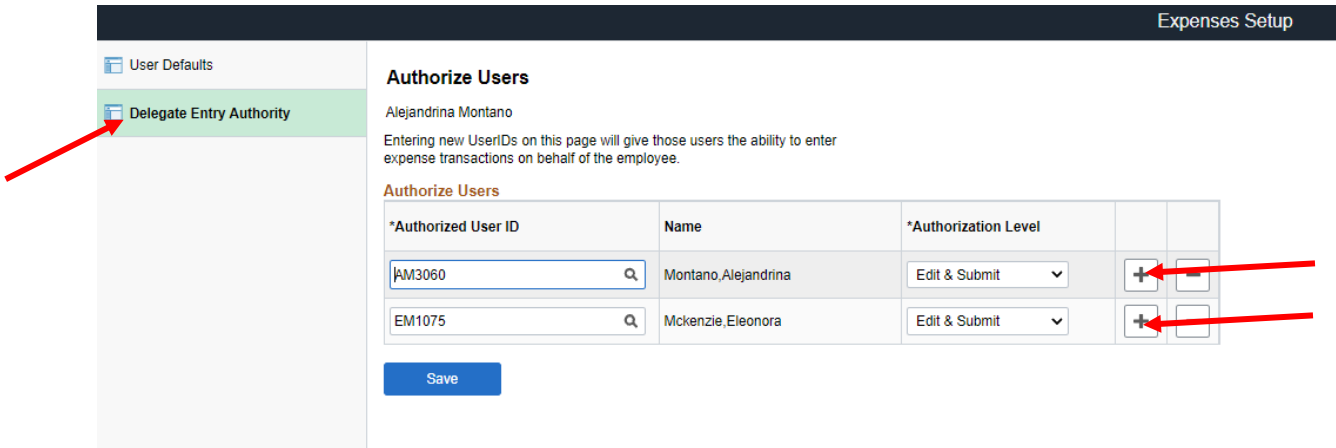
- Choose the HMH Expenses on drop down menu (top black bar)



- Choose Expenses Setup tile



- on the left-hand menu, choose Delegate Entry Authority
- to Authorize User, enter **EM1075** (for Eleonora McKenzie) and **AM3060** (for Alejandrina Montano)
- choose Authorization Level “Edit & Submit”



Expense Reports

Please submit all expense reports and reimbursement requests to Nora McKenzie eleonora.mckenzie@hmc-di.org.

CDI Laboratory Safety Orientation

Upon arrival at CDI, laboratory staff will be added to the CDI online laboratory safety platform. This platform (BioRAFT) is detailed below. Within this platform, staff can access their laboratory chemical inventory, Safety Data Sheets, Inspection Records, and all required online training. Also ensure familiarity to CDI safety policies and procedures that are applicable to your laboratory. These include the Biosafety Manual, the Chemical Hygiene Plan, the Exposure Control Plan, the Emergency Response Plan, and any standard operating procedures specific to your laboratory. Please complete the below tasks with your Principal Investigator or their designee.

Laboratory Safety Training Review (PI or designee)

- NOTE: The PI may authorize another person to operationally fulfill the role, but it remains the Principal Investigator's responsibility to ensure that all personnel in the lab have the necessary skills (through training and experience), maturity and supervision to work safely in a lab with hazardous processes or substances. Consider the varying maturity and experience levels when orientating a person to the lab and when determining the appropriate assignments and supervision and training required. When considering personnel under the age of 18, see the Minors in Labs Policy.

Add researcher to lab roster in BioRAFT: <https://hackensackmeridianhealth.bioraft.com/>

- Review the individual's research program, identify core and specialized training requirements. Show researcher how to access training in the BioRAFT System.
- Exception: those who will work in a lab for less than a week under direct supervision or others who will not be working with or adjacent to hazardous materials, processes or equipment.

Review laboratory-specific safety training/SOPs

- For highly hazardous materials, equipment, or processes that pertain to the individual's research program (may include IBC protocols, radiation registration, etc. in addition to internal lab documents and SOPs, etc.)

Laboratory Safety Orientation Checklist

Review the following safety features with your PI or their designee:

- ✓ CDI Emergency Response Plan and location of Emergency Numbers
- ✓ Emergency evacuation route and meeting area
- ✓ Location of fire extinguishers and closest fire alarm pull station
- ✓ Location and proper use of safety showers and eyewash stations
- ✓ Location of Safety Data Sheets in lab or online (<https://hackensackmeridianhealth.bioraft.com/>)
- ✓ Location of Chemical Hygiene Plan in lab
- ✓ Accident reporting procedures
- ✓ Location and use of required PPE (gloves, safety glasses, lab coats, etc.)
- ✓ Location and review of Exposure Control Plan
- ✓ Waste management for both regulated medical waste and hazardous waste
- ✓ Location and proper use of highly hazardous materials, equipment, or processes
- ✓ Location and proper use of chemical fume hoods or biosafety cabinets or both
- ✓ Location and use of building spill kits or lab spill kits or both

For any issues, concerns, or questions please don't hesitate to reach out to Sean Fitzgerald, Safety Officer, at 201-250-1024 or sean.fitzgerald@hmn.org

CDI Facility Work Orders

For any work or repairs that need to be done inside the labs, CDI workspace and/or building common areas please email Alex Montano at Alejandrina.montano@hmh-cdi.org. Please provide a description of the work needed and the location.

Tuition Assistance Policy

TEAM MEMBER ELIGIBILITY

Team Members must meet the following criteria at the time of application creation and submission:

- Team Member must be in an active or eligible leave status. To receive assistance team members must be in an Active status.
- Team Member is eligible to apply for courses that begin after completing 90 days of continuous employment
- Team Member must be in a benefits-eligible position
- **For more information Visit BrightHorizons.com/EdAssist-Solutions or call 855-222-6879**